MASTER GUIDELINES

A LETTER TO ALL GENERAL OPERATING SUPPORT GRANT APPLICANTS FROM THE UA&M GRANTS TEAM

Hello!

We are excited to share our new guidelines with you. As an agency, we are working hard to support the incredible work in the cultural community that is taking place across the state. We are fortunate to live in a state where the cultural sector is deeply valued. Our state government has a history of investing in the cultural fabric of the state. This year, Governor Herbert has made a request to the legislature to consider including $6 million (ongoing) in his budget for arts and museums grants. This is a vote of confidence for the value of arts and culture. We will not know if the legislature will choose to fund this recommendation until the end of the legislative session (closing March 14). Your grant will be affected by the funding the legislature provides and your voice of support for the Governor's proposal is important.

Changes you will see in this year's applications:

- When you log into the portal at uamgrants.utah.gov, you will fill out a very brief questionnaire (FY20 Questionnaire for all GOS grants) which will direct you to the correct application for your organization.

- We have simplified questions wherever possible. Please pay attention to the character limits. The number of characters allowed in an answer will give you an insight into the amount of content we expect in each answer.

- The budget page remains the same. Did you know that the lines on the budget page line items generally align with the IRS 990 form?

- Grant Request Amount: See **budget table (page 5)**. Please note that your grant request (first page of the application) and the corresponding third column of the General Operating Support budget form for your FY20 GOS grant should be a request for only one year of grant funding, not two. If you are awarded grant funds, you will receive the same award amount in FY20 and FY21, assuming our grant funding remains stable. Both award amounts will be managed in the same contract. The second year of funding will be released to you after you submit an interim report.

- We have added a new question that asks you to highlight your best work and how it aligns with one or two of the six target areas of Utah Arts & Museums (see the question guidelines).

- We removed the three-year "sustainability" funding requirement for arts organizations, but reserve the right to consider number of years of funding, age of organization, and depth of programming in awarding all grant applications.

- **Two-Year Grant Awards:** The grant that you are awarded this year will be the amount that you will be awarded this year and next (depending on available budget). A new application will <u>not</u> be required next year, but a more robust final report will be required. More details about the final report and the second-year payment will be announced later this year.

- **Government Agencies and Municipalities:** New this year, cultural organizations that exist under the same governmental entity are eligible to apply when they have different and distinct mission or purpose statements.

FY20 GENERAL OPERATING SUPPORT MASTER INSTRUCTION SHEET

How to use this sheet:

1) Review the contents of this MASTER document, which contains general eligibility information, grants timeline, review process, award notification, expenditures we cannot fund, grant-writing tips, general-information questions found in all GOS applications, and reporting requirements.

2) Find the "GOS QUESTION GUIDELINES" (on our website) for the specific grant for which you are applying. The question guidelines will have important details and the exact questions that will be found on your particular GOS application for your organization type and budget size.

3) Once you log into the grants portal, you will fill out a short questionnaire. When you submit the questionnaire, the correct grant application will be created for your organization. You will also receive an automated email from the grants portal.

4) Open the draft by clicking on the green pencil icon on the right side of the application in the grants portal, edit and complete the application, and submit by the grant deadline (March 22, 2019 at 5:00 p.m.).

5) We will be holding two webinars to answer your questions about GOS grants. Refer to our website for login information: February 19, 4:00-5:00 p.m., or February 28, 10:00-11:00 a.m.

6) If you encounter a problem, or if you have any questions, please contact the grant staff so we may help you. We appreciate your cooperation as we update our grants process.

DEADLINE FOR ALL GOS GRANTS: FRIDAY, MARCH 22, 5:00 P.M. MST

The purpose of the General Operating Support Grant (GOS) is to support cultural organizations based in and serving the residents of Utah. General Operating Support Grants invest in museums, arts organizations, and local arts agencies; applications are tailored for the size of the organization's budget.

Funds may be used to supplement general operating revenue. These grants are competitive and panel-reviewed. No organization is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available, number of applications, the written grant application, and demonstrated organizational excellence.

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account. If there has been a change in staffing at your organization, please contact us so we can set up the correct account for access to our portal.

Please select the guidelines for the application that you are directed to by the questionnaire. If you answer the questionnaire and are not redirected to an application—but believe that you should be—please contact the grants office.

SPECIFIC QUESTIONS FOR EACH GENERAL OPERATING SUPPORT GRANT

This year, you will be directed to a grant application that aligns with your organization. In addition to these MASTER guidelines, please review the appropriate Question Guidelines for the grant for which you are applying. All Question Guidelines are on the grant website.

- Arts Organization GOS with budgets over $300,000
- Arts Organization GOS with budgets under $300,000
- Museums GOS with budgets over $300,000
- Museums GOS with budgets under $300,000
- Local Arts Agency GOS with budgets over $300,000
- Local Arts Agency GOS with budgets under $300,000

UNSCORED QUESTIONS SECTIONS

The General Organizational Information section will not be scored. These questions will ask for basic contact information, mission statement, etc.

We will also be asking a few questions related to economic contribution in conjunction with our partnership with the Kem C. Gardner Institute. These questions will ask for information such as:
- Total Number of Paid Employees
- Total Revenue
- Total Expenses

Look for "help text" by hovering your cursor over the question mark icon on the application for tips such as "see line C34 of the budget form."

BUDGET TABLE

This is the amount of money you can request. The total amount of UA&M funding available for grants will affect the amount of money that any single organization can receive. Your request does not guarantee funding.

Organization Revenue*	Request Amount	The UA&M Boards may choose to not award more than 7% of the total grant budget to any one organization
$500,000 and higher	5% of revenue	
$300,000 to $500,000	7% of revenue	
Up to $300,000	35% of revenue	

The revenue number for this budget table should come from your **most recent completed and verifiable fiscal year (Line C28 of Operating Budget Form).**
All GOS grants must be cash-matched 1:1.
*Do not include capital campaign funds in your revenue number.
Organizations that are younger than three years or have not received funding from UA&M in the past will receive additional scrutiny and may receive smaller grant awards.
The Governor-appointed and legislature-approved Office of Museum Services and Utah Arts Council boards may make adjustments to awards.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts & Museums support arts, museums, and cultural experiences in communities statewide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants according to best standards in the industry.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. Each review panel will evaluate applications based on the criteria in the guidelines. All grant allocations are approved by either the Office of Museum Services board or the Utah Arts Council board. Grant awards depend on the amount of funding requested, the applicant's operating budget, how the applicant scores in the review process (with attention paid to regional, rural, and statewide distribution of state funds), and the total amount of funding available. The appropriate board will review and approve final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign contracts before payment can be made. Funds will not be available until after August 1, 2019.

GRANT TIMELINE
Grant Opens: Friday, February 1, 2019
Grant Closes: Friday, March 22, 2019, 5:00 P.M. MST
Panel Review: Spring 2019
Funding Notification: After July 1, 2019
Payment Disbursed: After August 1, 2019
Final Reports and payment processes for the second year of this two-year grant will be announced at a later date.

ELIGIBILITY POLICIES

- Organizations may only receive one Utah Division of Arts & Museums grant per fiscal year.
- Government Agencies and Municipalities: (new this year) Cultural organizations that exist under the same governmental entity are eligible to apply when they have different and distinct mission or purpose statements.
- UA&M restricts its funding to organizations based in and primarily serving the residents of, or visitors to, Utah.
- Grants require a minimum of a 1:1 cash match. Cash matches come from earned or raised income. The cash match can be used to pay for items that UA&M is unable to fund.
- Charitable Solicitations Permit: Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government

agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization, you can read the law or contact the Department of Consumer Protection. The application for permit is not considered proof of registration.

- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, [click here](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the *de minimis* cost rate, not to exceed 10%.
- UA&M funds received from this FY20 GOS grant process must be spent between July 1, 2019 and June 30, 2020 (FY20). Because these are two-year awards, the contract will be issued for two years, with the option to change the amount in the second year if there are any changes to the UA&M budget. Any change in the second year to the UA&M budget would be applied equitably across all grant awards.
- Final Report: The Final Report if you received a grant in FY19 will be due August 1, 2019. The schedule for a final report for FY20 may change, and we will be in communication with you about this. The release of funds for FY21 will be contingent on completion of an interim report. If your organization fails to file a final report to the division, the following year, the organization will be considered ineligible for funding for one year. Delinquent final reports must be filed in order for the organization to be considered eligible again.

Educational Institution Eligibility. Universities, colleges, and educational institutions are subject to the following restrictions:

- Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the activities.
- Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.
- Events and services funded by the grant must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
- Institutions are limited to no more than one grant to the same academic department in any given fiscal year.

Legislative Pass-Through/Direct Line-Item Funding. The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations).*

- Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UA&M grant funding.
- POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UA&M grants.
- Organizations that receive one-time legislative pass-through funding for operating expenses shall not receive UA&M funding in the same year they receive legislative pass-through.
- Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UA&M competitive grants shall not be for similar activities.
- Organizations that receive a pass-through allocation from a department other than Heritage & Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
- Organizations that receive pass-through funding for capital projects are eligible for UA&M funding.

*This policy may be evaluated by the boards in the event of increased funding from the Utah State Legislature. The boards will also be consulted in light of funding decisions made by the legislature in the second year of this grant cycle.

GRANT-WRITING BEST PRACTICES

- Read the guidelines <u>before</u> you begin; follow the guidelines for the grant for which you are applying.

- Start early—at least two weeks before the deadline to ensure you have fulfilled all requirements.

- Have a person who is unfamiliar with your organization read your application prior to submission and give you feedback. Think about writing to an audience who does not know what you do.

- Ensure the budget supports the narrative in fact and values. For help, visit our website for a ["cheat sheet"](#) with more information about how to fill out the budget form.

- Please call if you have questions that are not answered in these guidelines.

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

New This Year: We have implemented an electronic signature process through CongaSign for our grant contracts starting with FY20. The steps for receiving a grant award are now as follows:

1) You will receive an email notifying you of your grant award. The email will ask you to confirm contact information for your organization.
2) Once we receive confirmation of your contact information, we will generate an electronic version of your contract. You will receive an email from CongaSign asking you to review and sign the contract with an e-signature. You do not need to download any special software to use this.
3) When you sign your contract, the contract will be sent to our office and the State Finance Office for authorizing signatures. Once all appropriate parties have signed, you will receive another email from CongaSign notifying you that your contract has been executed. The email will include an attachment of the executed contract as a PDF.
4) After our office has received the executed contract from CongaSign, we will process payment. Payments take up to one month to be processed and mailed to the grantee.

This is still a new process for us, so there may be some small issues that arise. We appreciate your patience as we work through implementing this new system.

WHAT ARE MY RESPONSIBILITIES AS A GRANTEE?

As a grantee, you agree to do the following:

- **Arts Organizations:** Give credit to the Utah Division of Arts & Museums (UA&M) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found here. For example: "This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts." **Please note that the NEA has a new logo this year.**

- **Museums:** Give credit to the Utah Division of Arts & Museums (UA&M).

- We will be providing you with decals and other ways to show that you have received funding from the state.

- List your organization name and event information on NowPlayingUtah.com.

- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.

- Complete a final report form online at uamgrants.utah.gov as instructed in the award letter. The schedule for a final report for FY20 may change, and we will be in communication with you about this. The release of funds for FY21 will be contingent on completion of an interim report.
  - o Include a copy of your legislative thank-you letters in the final report.
  - o Include an updated copy of your budget with actual numbers (keep a copy so you can access it later).
  - o Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.
- Grantees are also encouraged to participate in Arts Day on the Hill (February 21, 2019) and/or Museum Advocacy Day (March 10, 2020).

CONTACT THE GRANTS STAFF WITH QUESTIONS

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